



BENEVOLENCE REQUEST FORM

Bear ye one another's burdens and so fulfill the law of Christ. -Galatians 6:2

Please read this page carefully before completing the application!

- Berean Baptist Church (BBC) members, regular attendees, and people not associated with BBC may apply for financial assistance through our Benevolence Ministry.
- Benevolence funds are to be used for the assistance of Berean Baptist Church members and regular attenders with financial assistance during a period of unexpected hardship (i.e. loss of job, medical emergency) resulting in a short term specific need. The term "regular attenders", as pertaining to this policy, is defined as those who have attended at least 50% of the Church services for the previous three (3) months. However, on a case by case basis, assistance can be considered for non members if recommended by the Pastoral staff or one of the Deacons. We are unable to consider any requests except those that are short-term in nature. We are not able to provide long-term assistance.
- Benevolence funds may also be used to help members or regular attenders with church sponsored events up to 50% of the cost for the event. An Event Scholarship Application is used when requesting help for an event.
- We do not help with childcare, long-term or chronic medical, credit card, taxes or legal expenses.
- If financial assistance is requested, bills must be in the individuals name requesting the assistance.
- If funds are approved and available, check(s) will be made payable only to the service provider(s) to whom bill(s) are owed; (e.g., *mortgage company, utility provider, etc.*). Failure to bring required documents could delay the process.
- All information provided on the Benevolence application and to the Benevolence Committee will be kept as private as possible, so please be open and honest in responding to questions.
- Our goal is to provide compassionate assistance according to our guidelines and available resources in time of difficulty.
- Filling out this application and/or an interview with the Benevolence Committee does not guarantee that monetary assistance will be provided.
- Please feel free to take this form home for completion at your convenience.

Steps for Benevolence Requests

1. The individual seeking assistance will fill out a Benevolence Request Form. They will be informed that they must attend a church service where they will look for an usher (burgundy jacket and name badge) and ask to be directed to a deacon.
2. The office staff will verify the information and then place the completed request form in the chairman of the deacon's box
3. The chairman will be called and emailed to inform him that a request has been submitted
4. When the individual comes to the service and locates a deacon, the deacon will get their name and retrieve their request form from the chairman's box. The individual requesting help should bring copies of bills, invoices, eviction notices, paychecks, and other documentation that may assist the Benevolence Committee in accurately understanding your financial situation.



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The deacon will then meet with the individual, make a decision, get 3 signatures from other Committee members and return the form to the office for filing a P.O. and request for payment. The office staff will follow the instructions written on the form as to what action to take.

5. There will not be any immediate help when a form is filled out, only after an individual meets with a deacon.
6. The individual seeking assistance will be notified of the deacon's decision within 24 hours of their meeting. The deacon will ensure that there is a working phone number listed on the form where the individual can be contacted.

BENEVOLENCE APPLICATION

Today's date									
Name(s)									
Address									
City		State			Zip Code				
County		E-mail address							
Home phone		Work phone			Cell				
Married	<input type="checkbox"/>	Separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widow/er	<input type="checkbox"/>	Single	<input type="checkbox"/>
Social Sec. #									
Spouse Name				Social Sec. #					
How long have you lived in Fayetteville?									
How long have you lived at your current address?									
How did you hear about Berean Baptist Church (BBC)?									
Who referred you to BBC?									
Have you or anyone else in your household/family been assisted by BBC?									
If yes, when was the assistance provided?									
What church do you regularly attend?									
When did you last attend?									
Is there anyone at BBC who knows your situation? If yes, who?									
May we contact them? (Provide contact info)									

In order to determine how and/or if we can be of assistance, please complete the following questions (*use back of page if necessary*):

What is your need today and what specific help are you requesting?	
What is the crisis or situation that has caused you to ask for assistance?	
If assisted by BBC, how will you pay for next month's rent/utilities, etc?	
Have you filed Bankruptcy before? Please provide details and circumstances.	
Have you been assisted by any other church/agency/organization? If yes, provide name and assistance received. (<i>Use back of page if necessary</i> .)	
Please list all churches/agencies/organizations you have contacted for assistance. Please specify the provider, contact person, and phone number for each. (<i>Use back of page if necessary</i> .)	



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Is anyone in your household unemployed due to disability?		Are they receiving disability benefits?	
Place of Employment (full and/or part-time)		Dates of Employment	
Reason for Leaving			
Please list your spouse's present/past employment:		Dates of Employment	
Reason for Leaving			

Total Household Income/Monthly Expense Report

Source of Income	Amount	Type of Expense	Amount	Past Due Amount
Wage 1 (name)		Housing		
Wage 2 (name)		Electric		
Social Security		Gas		
Disability		Water		
Veteran's Disability		Phone/ Long Dist.		
Retirement		Cable		
Food Stamps		Cell Phone		
Family		*Car Payment 1		
Friends		*Car Payment 2		
Unemployment		Gasoline		
Workers Comp		Auto Insurance		
Child Support		Home Insurance		
Other Agencies		Health Insurance		
Any Other Income		Groceries		
Checking Acct. Balance		School Lunches		
Savings Acct. Balance		Medical		
		Child Care		
		Child Support		
		Loans (explain purpose)		
		Credit Cards		
		Club Memberships (Gym, tanning, etc.)		
		Others (explain purpose)		
*What model and year of cars are you driving?		*Is the car yours? *Balance owed on cars?		
Total Income		Total Expenses		

Mortgage Company	
Address	
City, State, Zip	
Phone #	

Landlord/Apartment Name	
Address	
City, State, Zip	
Phone #	



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If you are assisted by Benevolence please consider a financial contribution when you are economically capable. This ensures that others can be helped when their need arises.

I hereby authorize the release of information to Berean Baptist Church (BBC) to receive the assistance I am requesting. I further certify the information I have stated is true and correct and that all income is reported. I understand BBC may verify the information on this application and that deliberate misrepresentation of information may subject me to denial of assistance/services. I give permission for BBC to discuss my case with other agencies, businesses, churches, attorneys, individuals, and any others deemed necessary to verify application information and/or identify additional sources of assistance. I understand that all information will remain as private as possible within these entities.

I have read, understood, and agree to the policies above regarding the Release of Information.

Signature

Date